



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING



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SUPERINTENDENT OF  
PUBLIC INSTRUCTION

**FISCAL YEAR 2002  
CHILD AND ADULT CARE FOOD PROGRAM  
OPERATIONAL MEMO #6**

**TO:** Child and Adult Care Food Program Sponsors

**FROM:** Peggy Pawelek Brown, Manager  
Food and Nutrition Program

**DATE:** February 20, 2002

**SUBJECT:** Financial Management Training

The Michigan Department of Education Child and Adult Care Food Program (CACFP) will present a training on financial management for child care centers based on the FNS Instruction 796-2, Revision 3. This Instruction provides additional detail and guidance for use in operating the Child and Adult Care Food Program. It establishes program standards, principles and guidelines for financial management to assure that costs charged to the nonprofit food service are for food service provided principally to enrolled, eligible participants. Costs claimed for reimbursement under the CACFP must be allowable, necessary and reasonable for effective and efficient operation of the nonprofit food service.

The training is directed to persons responsible for **administering** the CACFP at all levels. Some areas that will be discussed are:

- \* Direct costs, indirect costs, cost allocation
- \* Labor costs
- \* Standards for allowable costs

The training will be offered in several locations throughout the state from 9:30 a.m. to 3:00 p.m. The training schedule is enclosed for you to attend in the location most convenient. Please confirm your attendance by contacting Ginger Czubak at (517) 335-2403, or e-mailing her at [czubakg@michigan.gov](mailto:czubakg@michigan.gov), or you may fax the enclosed registration form to (517) 373-4022.

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608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909  
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